OJCS-96-75

chg to 63-76

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

DEPUTY DIRECTOR FOR ADMINISTRATION

OFFICE OF JOINT COMPUTER SUPPORT

(41)

RECORDS DISPOSITION AUTHORITY

    In accordance with Federal Statutes and Records Disposition Authorizations granted
by the U. S. Congress the attached Records Control Schedule #96-75 for the Office of
Joint Computer Support is approved and implementation of the disposition instructions
contained therein is authorized. This revision supersedes Records Control Schedules
Number 96-67-1 (which was numbered wrong upon submission as 95-67-1) originally prepared
for the DDS&T/Office of Computer Services. Although the RCS #96-75 should supersede
RCS #31.06-57 originated for the Machine Records Division of the Office of the Comptroller,
the latter cannot be cancelled because no audit trail or cross reference memorandum was
ever prepared to incorporate machine records into the RCS 96-67-1. Therefore, RCS #96-75
will cover OJCS records as they exist today and those cross referenced from RCS 96-67-1,
but any that may not be covered that exist in retirement or otherwise from RCS 31.06-57
will still come under the disposition authorizations approved within that schedule. We
can only make this a matter of record since knowledgeable personnel are no longer available
to provide cross reference data, item by item, from RCS 31.06-57 for which approvals date
back to 1953 and 1954.

STATINTL

REVIEW:

6 May 75

6 May 75

OJCS/Records Management Officer   Date

Records Administration Branch   Date

7 May 75 STATINTL

STATINTL CONCURRENCE:

APPROVED:

STATINTL

19 May 75

DDA/Records Management Officer   Date

CIA Records Management Officer

_5/22/75_

22 May 1975

Date

OFFICE OF JOINT COMPUTER SUPPORT

GENERAL RECORDS SCHEDULE

1975

INTRODUCTION

This schedule covers administrative records, machine readable records, related documentation required for their servicing, and files related to the automatic data processing (ADP) procurement, operations, and management. The principal machine readable and supporting records correspond roughly to the typical organizational and functional structure found in most ADP installations.

ADMINISTRATIVE MANAGEMENT RECORDS   (PART I)

Records relating to administrative management activities within the Office of Joint Computer Support. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development and simplificiation of procedures, records management activities, and administration of management improvement programs.

DATA AUTOMATION PLANNING AND OPERATIONAL RECORDS   (PART II)

Those records created during the life cycle of individual computer installations. They deal with planning for managing, procuring, selecting, utilizing, and accounting for the physical facility investment of the ADP installation and supporting activities.

DOCUMENTATION REQUIRED FOR SERVICING MACHINE READABLE RECORDS   (PART III)

Defined as the organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. These include project documentation, system specifications, test data and procedures, file and user documentation, and the various installation procedures and standards used in daily operations.

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S). 96-67-1*	REVISED SCHEDULE NO. 96-75
OFFICE, DIVISION, BRANCH DDA/Office of Joint Computer Support			DATE(S) OF OLD SCHEDULE(S) 26 October 1967	DATE OF CONCURRENCE 2 9 MAY 1975
TYPE CONCURRENCE OFFICER'S NAME AND TITLE Harry E. Fitzwater, Director, OJCS			██████ D/OJCS	STATINTL

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
		PART I - Administrative Management Records		
96-67-1, Item 4a	1.	ADMINISTRATIVE SUBJECT FILES Consists of correspondence, reports, and related records pertaining to administrative functions of the various offices within OJCS.		TEMPORARY. Destroy when 5 years old. Cut off file at end of each calendar year, retain in office 5 years and destroy.
Item 8	2.	ADMINISTRATIVE ISSUANCES Extra copies of CIA and OJCS Regulations, Notices, Directives, Manuals, pamphlets, and circular letters pertaining to OJCS measures. (Record copies of OJCS produced issuances are covered by Item 16b of this schedule.		TEMPORARY. Destroy when material is obsolete, superseded, or no longer needed.
Item 4a	3.	OJCS STATISTICAL REPORTS a. Consists of the original copy of the complete narrative and statistical report by each component of OJCS on activities and accomplishments. Annually summarized. b. Statistical reports prepared weekly, monthly, reflecting work received and performed in the various OJCS offices.		a. PERMANENT. Disposal not authorized. Retire to the the Records Center when no longer needed. b. TEMPORARY. Review annually. Destroy weekly reports 1 year old. Following consolidation of monthly into annual report, retire monthly to the Records Center. Destroy after 3 years.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1, Item 4f	4.	BUDGET AND ALLOTMENT Copies of budget estimates, allotment authorizations, analysis, requests, obligations, transactions and related papers.			TEMPORARY. Cut off file at end of fiscal year. Retain 3 years and destroy.
Item 4f	5.	REVOLVING FUNDS *Delete* Periodic accounting of expenditures, replenishment of funds and related papers.			TEMPORARY. Official copies of forms and supporting documents forward to the Office of Finance. Remainder of file cut off at end of fiscal year, retain 2 additional years, then destroy.
Item 4c	6.	TRAINING FILES Source material, visual aids, training courses, lecture material, charts, etc., used in the OJCS training programs.			TEMPORARY. Destroy when obsolete or superseded. Screen annually. Retire to Records Center when no longer needed, hold 2 years at Records Center and destroy.
Item 4e	7.	VOUCHER FILES Travel orders, expense accounts, mileage, re-imbursement and related correspondence pertaining to claims and allotment of accounts to associates and OJCS employees.			TEMPORARY. Cut off at end of fiscal year, retain for 2 years and destroy.
Item 4e	8.	PROPERTY FILES a. Records maintained to provide replenishment and stock control data on equipment and supplies for OJCS.			a. TEMPORARY. Records subject to audit are to be retained until completion of audit. When no longer needed, screen and forward material not previously forwarded to the Office of Logistics. Destroy remaining papers.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1,					
	8.b.	DOCUMENT CONTROL FILE b. Consists of reports, purchase orders and related papers.			b. TEMPORARY. Cut off file each fiscal year, retain in office for 2 years then transfer to the Records Center. Destroy one year later.
	8.d.	STOCK CONTROL CARDS c. Stock control Form 1331 perpetual inventory of non-expendable stock items in the Office of Joint Computer Support.			c. TEMPORARY. Transfer forms from active to inactive file after discontinuance of item or when stock balance is transferred, then retire to the Records Center. Destroy one year later.
Item 4b	9.	PERSONNEL FILES (SOFTFILES) Copies of personnel documents (duplicating the Office of Personnel file) related to assignments, transfers, promotions, training, evaluations, etc., of OJCS personnel.			TEMPORARY. Forward file to gaining office after intra-Agency transfer. Screen file for documents that are not duplicated in Office of Personnel and forward for inclusion. Destroy six months after separation of employee from the Agency. (GRS-1-18)
Item 4g	10.	CONTRACT FILES These files consist of contracts and other related documents of OJCS contractual services performed.			TEMPORARY. Maintain on a current basis and for a period of 3 years after all bills are paid. Screen and forward pertinent papers to the Office

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1, Item 4g (Con't)	10.				of Logistics. Destroy remaining papers.
Item 4d	11.	SECURITY FILES Files consist of memoranda, reports and other documentation pertaining to personnel and physical security of OJCS.			TEMPORARY. Maintain on a current basis. When no longer needed, screen and forward material not previously sent to the Office of Security. Destroy remaining papers.
NEW	12.	RECORDS ADMINISTRATION Consists of documentation related to programs, surveys, reports and other materials concerning the records administration program in OJCS.			TEMPORARY. Files maintained on a current basis. Inactive and obsolete material screened and destroyed annually.
Item 6	13.	REFERENCE FILES A collection of handbooks, manuals, publications and various other type reference material used for reference within the various OJCS offices.			TEMPORARY. Screen on a continuing basis and destroy obsolete or irrelevant materials no longer useful or needed for reference purposes.
Item 7a and 1	14.	CHRONOLOGICAL FILES a. These files contain copies of correspondence prepared in the executive offices of the Director, Office of Joint Computer Support. Content of these files deal with the overall direction, mission and function of the office.			a. PERMANENT. Cut off files annually. Retire to Records Center when no longer needed.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1, Item 7b		b. Files containing copies of correspondence prepared by the OJCS components and maintained as extra copy reading files.			b. TEMPORARY. Cut off files annually. Retain an additional 6 months and destroy.
New	15.	TOP SECRET FILES Correspondence, reports and various other type media classified Top Secret.			TEMPORARY. Dispose of in accordance with disposition instructions for papers to which the Top Secret document relates.
Item 2, 3 and 4a	16.	SUBJECTIVE FILES a. Files are maintained by office components and contain material utilized in daily activities. Substantive documenting material includes manuals, notices, directives, regulations, reports, correspondence and plans reflecting policy, decisions, organization, coordination and liaison activities as they relate to the Office of Joint Computer Support.			a. PERMANENT. Disposal not authorized. Cut off file every two years. Hold 2 additional years and transfer inactive or closed files to the Records Center.
		b. OJCS produced directives, regulations, notices.			b. PERMANENT. Disposal not authorized. Send record copy to Agency archives upon issuance.
Item 10	17.	PROJECT FILES a. Reports, correspondence and other related materials pertaining to formal projects either in progress or completed by the Office of Joint Computer Support.			a. PERMANENT. Disposal not authorized. Retire to the Records Center 2 years after they are inactive or completed or earlier if no longer needed.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1, Item 10 (Con't)	17.	b. Records of preliminary testing stages and documentation manuals related to the development period.			b. TEMPORARY. Destroy 1 year after retired. Retire to Records Center when no longer needed. Coordinate disposition with OJCS/RMO prior to destruction.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1,		PART II - DATA AUTOMATION PLANNING AND OPERATIONAL RECORDS			
Item 5	18.	PLANNING DOCUMENTS			
		Consists of master plan, feasibility studies with associated charts and diagrams, and supporting data that reflect on the characteristics of the data automation activity which are graphic, narrative and tabular information relating to the present and/or planned ADP composition and requirements of the data automation activity.			PERMANENT. Disposal not authorized. Retire inactive or finished studies, etc., to the Records Center. (GRS 20-1-1)
Item 5	19.	PROGRAM MANAGEMENT			
		Consists of plans development, policy and procedures governing the conversion to electrical machine operations and the supervision, control, coordination, and operation of the mechanization program which are maintained at policy determination level.			PERMANENT. Disposal not authorized. Retire inactive materials to the Records Center. (GRS 20-1-2)
	20.	HARDWARE SELECTION			
		Consists of Agency requirements, specifications for hardware, software, and support capabilities of vendors of complete installations or of major peripheral equipment which are selection criteria for procurements in the establishment or modification of the ADP installation.			PERMANENT. Maintain for expected system life, and permanent thereafter. System life usually 3-8 years after specific configuration of equipment is discontinued. Retire to Records Center.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1,	21.	STANDARDIZATION FILE			
		Consists of data elements and codes, standardization requests, and justification for all data systems which are promulgated by:			
		a. Federal or national standards.			a. TEMPORARY. Dispose of when superseded or obsolete. (GRS 20-1-4)
		b. Developed by the Agency.			b. PERMANENT. Disposal not authorized. When obsolete retire to the Records Center. (GRS 20-1-5)
	22.	UTILIZATION AND MAINTENANCE FILE			
		a. Consists of forms or cards that equipment operators complete relative to machine use, non-use, or maintenance which are used for daily management of operations.			a. TEMPORARY. Dispose of after 3 years or sooner where possible. (GRS 20-1-6)
		b. Consists of daily detail cards, intermediate summary decks, related magnetic files, and machine listings which are used for daily management of operations.			b. TEMPORARY. Dispose of after 90 days or sooner where possible. (GRS 20-1-7)
		c. Consists of monthly summary of cost and utilization reports which are card decks, magnetic tape files, and machine listings.			c. TEMPORARY. Dispose of after 3 years or sooner where possible. (GRS 20-1-8)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1,	23.	ACCOUNTABILITY FILE			
		a. Consists of documents concerning the management of automatic data processing electrical equipment which are original records maintained within OJCS data processing installation.			a. TEMPORARY. Dispose of 2 years the date equipment is discontinued. (GRS 20-1-9) *Av 15 May 75*
		b. Consists of requirements for cards, paper and magnetic tape reels, and inventory of Automatic Data Processing Electrical supplies, which are original records maintained within OJCS data processing installation.			b. TEMPORARY. Dispose of after 1 year. (GRS 20-1-10)
Item 4g	24.	CONTRACTORS FILE			
		Consists of contractor's invoices for rental and other charges incurred for use of Automatic Data Processing Equipment.			TEMPORARY. Dispose of 3 years after all bills have been paid. (GRS 20-1-11)
Item 10	25.	PROJECT APPLICATION FILES			
		Consists of card decks, tapes, disks, machine listings, documentation, data input records, and other materials received in, maintained by, or produced by the Office of Joint Computer Support in the operation of its Computer Center to provide computer services to customer components of the Agency, as well as internal OJCS projects. Services are under project job control, each being assigned a number and a title. OJCS is the			

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-67-1,		PART III - DOCUMENTATION REQUIRED FOR SERVICING MACHINE READABLE RECORDS			
New	26.	INPUT SPECIFICATIONS FILE			
		Consists of detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each which are:			
		a. For systems for which the related magnetic tape data is authorized for erasing.			a. TEMPORARY. Dispose of at time final magnetic tape records produced by system have been erased. (GRS 20-2-9) PW 15 May 75
		b. For systems for which the related magnetic tape data is not authorized for erasing.			b. TEMPORARY. Retain with the related magnetic tape. (GRS 20-2-10) PW 15 May 75
New	27.	OUTPUT SPECIFICATIONS FILE - REPORT FORMS			
		Consists of detailed descriptions of products of the system that are to be used outside the computer center which are a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of lay-outs or copies, keyed to names and numbers in the output listings.			TEMPORARY. Dispose of on termination of system by either obsolescence, update, or discontinuance. (GRS 20-2-11) PW 15 May 75

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
96-61-1,					
New	28.	APPLICATION PROGRAM MANUAL			
		Consists of documents reflecting the latest information for a general description of the function, use and methodology of the program which are a description of input, files, and output; source and object code listings and flow diagrams showing the logic of the program; description of program output messages; and coding in formation, test plan, program test, and operating instructions.			TEMPORARY. Dispose of on termination of system by either obsolescence, update, or discontinuance. (GRS 20-2-12) PW 15 may 75
New	29.	USER GUIDES FILE			
		Consists of information used in training or explaining overall system; handbooks, guides to data availability, and procedures for querying files.			TEMPORARY. Retain with systems specification. (GRS 20-2-13) PW 15 may 75
New	30.	SYSTEM OPERATING PROCEDURES FILE			
		Consists of user oriented instructions; to prepare input data, for control and interpretation of output reports, and for processing work on the computer, which are for:			
		a. Systems for which the related magnetic tape data is authorized for disposition.			a. TEMPORARY. Dispose of at the time magnetic tape reels are erased. (GRS 20-2-14) PW 15 may 75
		b. Systems that require retention of related magnetic tape data.			b. TEMPORARY. Retain with systems file specifications. (GRS 20-2-15) PW 15 May 75